

HRMC Position Announcement: HRMC Administrator Wanted

The Hilltown Resource Management Cooperative (HRMC) is seeking applicants to fill the position of Contracted Administrator. This is a 25 hour/week contracted position without benefits.

The HRMC seeks a self-motivated individual to coordinate and ensure the successful execution of HRMC programs. Individual must actively engage ten member Towns in meeting DEP compliance mandates associated with recycling, waste management, household hazardous waste diversion and the implementation of waste bans.

The Administrator works with the member Towns to provide cooperative programing, education and technical assistance in maintaining their day-to-day solid waste and recycling operations. The Administrator will represent the HRMC on appropriate regional and statewide committees.

The Administrator is responsible for soliciting bids for hauling and disposal contracts, facilitating grant applications and reports, coordinating annual DEP inspections for member towns transfer stations and managing the outreach and financial aspects of the HRMC programs and services including budgeting, preparation of warrants and accounts payable/receivables.

Resume and cover letter can be emailed to the Search Committee:

compostcween@comcast.net Please include in the subject line – HRMC Administrator Position.

Submittals will be accepted until the position is filled.